

Great Witley & Hillhampton Parish Council

Clerk to the Council: Laura Drew, Orchard Bungalow, Shelsley Beauchamp, Worcs.
Tel: 07469 154 326

Last updated July 2015

To Members of Great Witley & Hillhampton Parish Council

You are duly summoned/required to attend the next meeting of Great Witley and Hillhampton Parish Council to be held at 8.15pm on Wednesday 15 July at Great Witley Village Hall.

Public Question Time will precede the Council meeting from 8.00-8.15pm

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. *Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.*

A Public Forum will precede the Council meeting from 8.30-8.45pm

The time allocated is at the discretion of the council/chairman. Residents are invited to a discussion of the Hundred House hotel development. Applicant to give an overview of development and residents to give views and question the applicant, at discretion of council/ chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

Agenda

1. **Apologies:** To receive apologies and to approve reasons for absence.
2. **Declarations of Interest:**
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Great Witley & Hillhampton Parish Council

Clerk to the Council: Laura Drew, Orchard Bungalow, Shelsley Beauchamp, Worcs.

Tel: 07469 154 326

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

3. **Minutes:** To consider the approval of the minutes of previous meeting of the council on 20 May 2015. (attached)
4. **Parish Council vacancies:** Review current vacancies summary of process and timeline for (a) co-option for Great Witley ward vacancy; and (b) election for Hillhampton ward vacancy.
5. **Progress Reports & Local Issues**
 - a. District Councillor – Paul Cummings – summary & report (as received)
 - b. County Councillor – Ken Pollock – summary & report (as applicable)
 - c. Quartergreen
6. **Communication**
 - a. To approve new website format and content. Agreement to continue with work to populate with relevant & necessary information.
 - b. Having reviewed quotations, councillors to agree placing an order for notice boards for replacement (Hillhampton & The Glebe) or defer to next meeting pending gathering of additional supporting information.
7. **Planning:**
 - a. Neighbourhood plan - to agree the formation of a working party comprising members and residents, to consult residents and inform development of a neighbourhood plan.
 - b. Agreement on comments and/or next steps for planning applications received to date.
8. **Finance:**
 - a. To review the recommendations following the internal audit by Mrs. Diane Malley M.A.A.T.
 - b. To review & approve accounts for, and ratification of recent payments.
9. **Correspondence for Information.**
10. **Staff** – To agree & consider submission & payment of additional hours worked by the Clerk at next meeting in September 2015. Additional hours to be those in excess of 5 hours weekly, as currently contracted.
11. **Lenghtsman & footpaths**

Great Witley & Hillhampton Parish Council

Clerk to the Council: Laura Drew, Orchard Bungalow, Shelsley Beauchamp, Worcs.
Tel: 07469 154 326

Update (as applicable) including progress to date on delineation issues at Structons Heath.

12. **Councillors' reports and items for future agenda:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

13. **Date of meetings 2015/16:** To confirm the date of meetings.

Signed

Laura Drew

Clerk to Great Witley & Hillhampton Parish Council

8 July 2015